

IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 1/9/2020

THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Kristen E Hyde
Natalie M Nathan
Ann F Wheeler
Linda L Simon

BUREAU STAFF: Kelley Packer, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Nicholas Krema, General Counsel
Betsy Duncan, Board Specialist

OTHERS PRESENT: Jamie Simpson, Idaho Department of Health and Welfare
Dr. Sharon Fritz, Idaho Department of Health and Welfare

The meeting was called to order at 10:06 AM MST by Heidi Brough Nye.

APPROVAL OF MINUTES

Ms. Hyde made a motion to approve the minutes of 10/03/2019. It was seconded by Ms. Nathan. Motion carried.

COMPLAINT MEMORANDUM

Ms. Peel gave the complaint memorandum, which is linked above.

Ms. Peel presented a proposed letter for the Board to send to licensees who report having received a misdemeanor DUI conviction. The Board declined the use of the letter.

EXECUTIVE SESSION

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or registration. It was

seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; Ms. Wheeler, aye; and Ms. Brough Nye, aye. Motion carried.

Ms. Nathan made a motion to come out of executive session. It was seconded by Ms. Hyde. Motion carried.

DISCIPLINE

Ms. Nathan made a motion to approve the Notice of Violation and Settlement Order for case numbers RCA-2020-2 and RCA-2020-4 and to approve the Findings Of Fact, Conclusions Of Law And Final Order for case number RCA-2020-3 and to allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

The Board reviewed a request by the Respondent in case number RCA-2020-2 to have the disciplinary action not posted on the Board's website. Ms. Hyde made a motion to deny the request. It was seconded by Ms. Wheeler. Motion carried.

LAWS AND RULES

Ms. Packer presented a legislative update on the Board's pending rules.

BUREAU BUSINESS

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$67,433.80) as of 12/31/2019.

The Board reviewed the To Do List.

Ms. Simpson demonstrated the FLARES program on the Department of Health and Welfare's webpage, which provides information on the assignation of administrators to specific facilities.

PRESENTATION ON SUICIDE PREVENTION EDUCATION COURSES

Dr. Sharon Fritz, Idaho Department of Health and Welfare (IDHW), presented information on suicide prevention continuing education.

Discussion regarding the approval methods for continuing education courses offered through IDHW resulted in the assurance that the Board approves all courses relevant to residential care offered by IDHW.

BOARD BUSINESS

CORRESPONDENCE

The Board reviewed correspondence from Jamie Simpson, Idaho Department of Health and Welfare (IDHW), regarding complaint processes involving administrators. It listed the situations which, observed during the IDHW survey process, result in a complaint being sent to the Board. When complaints from other parties are received by IDHW, the parties are directed to submit a complaint to the Board. No action was taken.

Informational correspondence from the American College of Health Care Administrators and from National Association of Long Term Care Administrator Boards was reviewed by the Board. No action was taken.

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Ms. Nathan. The vote was: Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; Ms. Wheeler, aye; and Ms. Brough Nye, aye. Motion carried.

Ms. Hyde made a motion to come out of executive session. It was seconded by Ms. Wheeler. Motion carried.

APPLICATIONS

Ms. Hyde made a motion to reduce the experience requirement to 400 hours under a licensed Idaho administrator for the following application:

901169950

and to notify the applicant of this in a requirements letter by the board specialist.

It was seconded by Ms. Simon. Motion carried.

CONTINUING EDUCATION FOR REINSTATEMENT

Board members reviewed the submissions of Continuing Education For Reinstatement.

NEXT MEETING was scheduled for April 23, 2020 at 9:30 AM MDT.

ADJOURNMENT

Ms. Hyde made a motion to adjourn the meeting at 1:38 PM MST. It was seconded by Ms. Wheeler. Motion carried.

Heidi Brough Nye, Chair